

Roll No.

--	--	--	--	--	--	--

Candidates must write the Code on the title page of the answer-book.

- Please check that this question paper contains **3** printed pages.
- Code number given on the right hand side of the question paper should be written on the title page of the answer-book by the candidate.
- Please check that this question paper contains **20** questions.
- **Please write down the Serial Number of the question before attempting it.**
- 15 minutes time has been allotted to read this question paper. The question paper will be distributed at 10.15 a.m. From 10.15 a.m. to 10.30 a.m., the students will read the question paper only and will not write any answer on the answer-book during this period.

TYPOGRAPHY & COMPUTER APPLICATIONS (ENGLISH)

Time allowed : 3 hours

Maximum Marks : 30

Instructions :

- (i) Answer the following questions from Part A and Part B.
- (ii) Answers of questions with 1 mark should not exceed 25 words.
- (iii) Answers of questions with 2 marks should not exceed 20 to 50 words.
- (iv) Answers of questions with 3 or 4 marks should be between 50 and 150 words.

PART A — TYPOGRAPHY

1. What is a manuscript ? 1
2. Which words of Salutations are used in official letters ? 1
3. What is an Office Memorandum ? How does it differ from other official letters ? 2

4. What do the following signs represent for correcting a draft ? 2
- (a) N.P.
 - (b) trs
 - (c) ||
 - (d) /
5. Explain the different parts of a business letter. 2
6. Give the full forms of the following abbreviations : 2
- (a) A.G.M.
 - (b) M.B.A.
 - (c) C.A.G.
 - (d) G.O.I.

PART B — COMPUTER APPLICATIONS

7. Write names of any two popular e-mail service providers. 1
8. Define Column in Excel. How can cells be inserted and deleted in Excel Sheet ? 2
9. Define Workbook in Excel. Give example. 1
10. Define Special tools of Excel. Give any two examples. 2
11. What is e-Business ? 1
12. Explain a slide layout. 1
13. Explain the purpose of PowerPoint. Give two applications. 2
14. Define a Search Engine and explain its use. 1
15. Differentiate between a Website and a Web Page. 2
16. What is Internet ? Illustrate the services provided by it. 2

17. Define www. 1
18. How will you reply to an e-mail message ? 1
19. What is computer virus ? 1
20. Write formula for totalling marks obtained by a student in Maths, Science and Computer Application entered in C3, D3, E3, of Excel Sheet. 2